

PART 3 - SITE/ATTENDANCE CENTER FOR SCHOOL NUTRITION PROGRAMS

- A. Name of Local Agency:** Fill in the Name and Number of the Local Agency on each site sheet., and Site Name.
- B. Site Name:** Fill in the name of the site as it is listed in the Educational Directory, or as it appears on the license. Include the physical address so that the site can be located. This will not be used for a mailing list. Include the street and city.
- C. Name and title of the person responsible** for food service at the site. List the appropriate person, along with the phone, fax, and e-mail. This may or may not be the same person as the food service director listed in Part 1E. This should be the head cook, food service manager, child nutrition/food service director - whoever is the lead worker for food service at this site.
- D. Type of Site:** Indicate the type of site/attendance center this is, or if it has multiple attendance centers in one building. While Part 1F might list more than one attendance center, if all attendance centers are in one building only one Part 3 needs to be completed. If more than one attendance center is in one building, check the "Single building with multiple attendance center" box, and then check the attendance centers included in this building and list the grades that the attendance center covers. The attendance centers and grades should match that listed in the Verification of Grade Spans reported to the Department of Education. If an attendance center is made up by more than one building and meal service site, list the different buildings separately.
- E. Method by which meals will be provided:** Check the appropriate description.
- F. Accreditation/Licensing:** Check the appropriate box. Schools must be accredited by the SD Department of Education. Residential Child Care Institutions (RCCI) must be licensed by the appropriate licensing authority (federal, state, or local).
- G. Operating Data:**
1. List the hours of operation for a regular school day, or the hours a site is open. If it is a residential site, it is acceptable to state "24 hours".
 2. If there are any extended periods that the program is not operating, list those in this item. This might include Thanksgiving break, Christmas break, Spring break.
- H. Offer vs. Serve**
1. Offer vs. serve for lunch is mandatory at the senior high school level. Requirements vary by type of menu planning option implemented.

Both Food Based Menu Planning Options (Enhanced and Traditional): Students must be allowed to decline up to two of any of the five offered items. Offer vs. serve is optional for grades below the senior high. The school shall determine which grades will be included, must have a formal policy regarding lunch offer vs. serve, and must inform the students. At a minimum, students must have at least three items in full portion in order for the meal to be claimed for reimbursement. The school may not dictate which food items a child must take or may decline. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information. There is a separate module for each of the menu patterns. Keep in mind that the enhanced food based menu plan is different than the one described in the manual and video, though it uses the same food groups.

Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning: Students must be allowed to decline only 1 of the offered items. Offer vs. serve is optional for grades below the senior high. The school shall determine which grades will be included, must have a formal policy regarding lunch offer vs. serve, and must inform the students. At a minimum, students must have the entree in full portion in order for the meal to be claimed for

reimbursement. The school may not dictate which other food items a child must take or may decline.

2. Offer vs. serve for breakfast is optional at all grade levels for all menu-planning options. Requirements vary by type of menu planning option implemented.

Both Food Based Menu Planning Options (Enhanced and Traditional): Students must be allowed to decline one of any of the four offered items. The school shall determine if offer vs. serve will be implemented or not; and, if so, which grades will be included, must have a formal policy regarding breakfast offer vs. serve, and must inform the students. At a minimum, students must have at least three items in full portion in order for the meal to be claimed for reimbursement. The school may not dictate which food items a child must take or may decline. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information

Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning: The school shall determine if offer vs. serve will be implemented or not; and, if so, which grades will be included, must have a formal policy regarding breakfast offer vs. serve, and must inform the students. At a minimum, the participating school shall offer the students at least 3 menu items and students must select at least 2 menu items and may decline a maximum of one menu item offered. The school may not dictate which other food items a child must take or may decline. Review the manual on offer vs. serve, printed in 2004, entitled Offer Versus Serve for further information.

I. Meal Service Information

Enter the service times (from/to) in the appropriate boxes for the respective meal type or for milk in the first two columns.

Enter the price(s) to be charged to children who do not qualify for free meals or free milk. List the full price, not a discounted price for purchase of multiple meals in columns 3 and 4. School Food Authorities that do not charge for meals or milk may write N.A. in the spaces or leave them blank. The price charged to students eligible for reduced price meals cannot exceed the maximum allowed by Federal Regulations, currently 40 cents for lunch and 30 cents for breakfast.

List the price to be charged to adults in the 5th column. It must be the higher of the meal cost (food, labor, and other) or the paid rate of reimbursement plus the per meal value of USDA donated commodities, plus the highest meal price for student meals. The price for adult milk should be no less than the full cost of milk.

J. Snack After School Operating Data

The Snack After School section asks for specific data related to the snack if the School administers this meal.

1. Check the appropriate box. If the agency does not offer a snack to be claimed for reimbursement under the National School Lunch Program at this time, mark "no" and skip the rest of this section. If the agency adds a snack program during the year, this section should be completed and submitted for approval.
2. Check the appropriate box.
3. Check the appropriate box and include a copy of the license.
4. Check the appropriate box. It is not required that 50% of the children be eligible for free or reduced price meals in the snack as a part of NSLP. However, if the site is at least 50% eligible for free and reduced price meals (called "area eligible"), all children's snacks at this site may be claimed at the all-free rate. A site's area eligibility must be based on the total number of children approved for free and reduced price meals as of the last day of operation for the most current October for this site.

5. Check the appropriate box.
6. Provide a description of the activities that will be offered. Eligible programs must include education or enrichment activities in organized, structured and supervised environments. Under no circumstances can organized athletic programs engaged in interscholastic sports be approved as after school care programs under this provision. However, programs that include supervised athletic activity along with education or enrichment activities may participate. Interscholastic sports students participating in other programs, such as tutoring, are eligible for the program. The program must be open to all and must not limit membership for reasons other than space or security considerations or, where applicable, licensing requirements.
7. Check the appropriate box. The snack program is for activities after school, not as a part of the regular school day.
8. Check the appropriate box.
9. Check the appropriate box.
10. The snacks may be claimed only on days that school is in session. This may include snacks served in after school care programs operated for children attending summer school, but does not include weekends, holidays, or school vacations. Operation each day of the week is not required. Circle the days that the snack will be offered. If dates of operation for the snack are different than the lunch program, list those dates (e.g., starts later or ends earlier).
11. Indicate the hours of operation for the afterschool care program.
12. Circle the ages of children to be served. Children who turn 19 during the school year may continue to be claimed in the snack program. Children who were 19 at the beginning of the school year cannot be claimed for reimbursement.
13. Recordkeeping is required for the snacks that will be claimed for reimbursement. Sometimes different people are responsible for the snack preparation and service than that are responsible for breakfast and/or lunch. This section shall provide assurance that the proper records are maintained and to help avoid overclaims for non-supporting documentation. Sites that are not area eligible must have on file free and reduced price applications for all children for whom free and reduced priced snacks are claimed.